

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 1430 **TITLE:** REAL ESTATE RECORDS MANAGER **GRADE:** S-24

DEFINITION:

Under direction, supervises and manages the records section of the Department of Tax Administration in the maintenance of real estate documents for the annual assessing of all real property in Fairfax County; and performs related work as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

None.

ILLUSTRATIVE DUTIES:

Plans, directs and executes the processing, recording, and maintenance of a variety of real estate documents involving the assessment of real property;
Establishes clerical work schedules;
Oversees the development and maintenance of forms and filing systems;
Reviews work in process and upon completion for conformance to legal and administrative requirements;
Interprets assessment laws, rules and regulations for the public and employees;
Works with information technology staff in the design, implementation and enhancement of other data systems applications dealing with real estate records and their analysis;
Writes correspondence and memoranda to respond to questions from taxpayers and County agencies;
Assists in the preparation of the annual operating budget and maintains records on budget expenditures;
Participates in the administration of the department and recommends changes and improvements in departmental policies and procedures;
Reviews and revises methods and procedures;
Writes procedural and training manuals;
Interviews applicants for supervisory positions and makes appointment recommendations;
Compiles a variety of statistical data for reports and court cases;
Prepares monthly and annual reports;
Maintains inventories of office equipment and supplies;
Attends meetings and conferences.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of office management methods, equipment, and practices;
Knowledge of applicable assessment laws, ordinances, regulations, and policies;
Knowledge of the principles and methods of administrative analysis;
Ability to communicate effectively, both orally and in writing;
Ability to prepare clear and concise reports;
Ability to plan, direct, train and supervise the work of a large clerical staff;
Ability to establish and maintain effective relationships with the public, employees, and County

officials.

EMPLOYMENT STANDARDS:

Any combination of education, experience, and training equivalent to graduation from an accredited college or university with major course work in business administration or a related field; PLUS

Five years of progressively responsible experience in tax records management, including three years of responsible supervisory experience.

CERTIFICATES AND LICENSES REQUIRED:

None.

NECESSARY SPECIAL REQUIREMENTS:

This position, because it is one with financial responsibility, will be subject to a criminal history record check and credit check as a condition of hiring and periodically thereafter. Applicant or employee will be required to submit a request for a criminal history record check and credit check to the appropriate agency. **Applicants/employee in this position must demonstrate financial responsibility in personal finances as a condition of employment.**

REVISED: April 16, 2002
REVISED: December 18, 1997
ESTABLISHED: September 26, 1983